

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 10, 2003**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Monday, February 10, 2003, at 1 p.m. Eastern Savings Time (EST). Chairperson, Mr. David Mendenhall of the Utah Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

AGENDA ITEMS

Review of Summary

The summary from the January 27, 2003 meeting was reviewed and approved by the committee.

Subcommittee Reports

Performance Based Measurement System (PBMS) – Mr. Jerry Parr is hopeful that the contractor will be able to provide a summary of the Edison meeting for the committee to review as we consider revisions.

Old Business

66 a,b, and c were finalized and are ready to send to the commenter.

69b was discussed, revised, and finalized.

69a and 64 were considered together. No change to the standard is proposed.

70 was discussed and the committee agreed to deleting the stability requirement for incubators, water baths, and ovens.

New Business

The proposed allocation of time provides for two concurrent sessions at the Ninth NELAC Annual Meeting (NELAC 9). The committee feels that this amount of time should be adequate for the proposed changes.

The PBMS suggested wording from the Edison meeting (as described by Dr. Carl Kircher) was discussed. The chapter changes were considered and addressed one by one. A discussion on whether to keep a minimum requirement for initial test method evaluation as proposed in his C.3, make revisions as necessary or to make it a guidance document was deferred until the next call. Discussions on D.1 were brief and will be taken up at the next call.

The Dave Speis definitions for quantitation limit, detection limit and reporting data were reviewed and discussed. Mr. Charlie Hooper will try to pull the committee's thoughts together and distribute the revision prior to the next call for discussion.

Other

The rewrite for the NELAC 9 proposed standard will go back to the “official” 2002 standard and try to rebuild all of the changes. The submitted 8i version has a lot of “PBMS” wording that overlaid other changes to the chapter. The committee will go back to the pre “PBMS” version, bring it forward to capture the other subcommittee and individual comment changes and then add back in the “PBMS” changes.

We have no deadline to get our change in but the NELAC constitutional deadline is about April 15. We will need to try and have a finished product by about March 15th. There is no contractor support at this time.

NEXT MEETING

The next teleconference is scheduled for February 24, 2003 at 1 p.m. EST.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
February 10, 2003**

Item No.	Action	Date to be Completed
1	All members work on homework assignments for future discussions	ongoing
2	Dave will forward the approved summary for 1/27/2003 meeting to RTI	2/10/03
3	Charlie will rework the QL, QL and RD definitions for distribution to the committee	2/24/03

QUALITY SYSTEMS COMMITTEE MEETING

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